GLENDALE COMMUNITY COLLEGE
GOVERNANCE UPDATE
January 2011

The Governance Update report comprises the actions taken by various governance committees. It is required by the Governance Document. This report includes motions and information items as shown in the minutes of committees that reported to the Governance Office between *November 30, 2010 and January 11, 2011.*

- Items reported here may have changed or been resolved during a more recent meeting than the date noted.
- Any questions regarding items listed contact the chair of the appropriate committee.
- Committee chairs may be emailed directly from the Blue List. For the list of governance committees and to view committee minutes in their entirety visit: http://www.glendale.edu/governance
- Items ~~struck~~ were not approved by Campus Executive and therefore, returned to the reporting committee for clarification.

Motions pulled and returned for Executive approval:

None

EXECUTIVE a.k.a CAMPUS EXECUTIVE – December 7, 2010

MEETING TIME - 2:30 p.m., AD 121
QUORUM - 7/7 voting members
1 proxy present (1 resource)
1 guest

APPROVAL OF MINUTES

1. It was moved (Dr. Barrio-Sotillo) and seconded (Mr. Scott) to approve the Campus Executive Committee Minutes of November 9, 2010. The motion passed unanimously.

MOTIONS APPROVED

2. It was moved (Dr. Perez) and seconded (Ms. Shamilian) to accept the following subcommittee minutes as presented:

Budget Committee
Adopted Minutes of October 14, 2010 and Adopted Minutes of October 26, 2010

Campuswide Computer Coordinating Committee
Adopted Minutes of October 21, 2010

EEO Advisory Committee
Adopted Minutes of October 7, 2010

Institutional Planning Coordination Committee
Adopted Minutes of October 18, 2010; October 25, 2010; November 1, 2010; November 8, 2010; November 15, 2010; November 22, 2010

Released Time Extra Pay Committee
Adopted Minutes of October 15, 2010

Staff Development Committee
Adopted Minutes of October 21, 2010

Web Oversight Committee

The motion passed unanimously.

3. It was moved (Dr. Barrio-Sotillo) and seconded (Ms. Shamilian) to approve the Consent Calendar prepared for the December 7, 2010 Campus Executive Committee Meeting as amended. The motion passed unanimously.

4. It was moved (Dr. Mirch) and seconded (Dr. Barrio-Sotillo) to approve the termination of dial-up service, as per the approved motion by the Campuswide Computer Coordinating Committee at their April 22, 2010 meeting. The motion passed unanimously.

5. It was moved (Dr. Mirch) and seconded (Dr. Barrio-Sotillo) to approve Administrative Regulation 3050: Conflict of Interest Code of the Glendale Community College District. The motion passed unanimously.

6. It was moved (Dr. Perez) and seconded (Dr. Mirch) to table Administrative Regulation 4227: Repeatable Courses; Administrative Regulation 4229: Course Repetition – Variable Units; Administrative Regulation 4231: Grade Changes; and Administrative Regulation 4232: Pass/No Pass for addition of committee history in the footnotes of each document. The motion passed unanimously.

7. It was moved (Dr. Barrio-Sotillo) and seconded (Ms. Shamilian) to approve Administrative Regulation 4314: Administrative Retreat Rights Policy as amended. The motion passed unanimously.

NEXT MEETING DATE – Tuesday, January 18, 2011, 2:30 p.m., AD 121

SUBCOMMITTEES OF EXECUTIVE:

BUDGET – November 11, 2010
2nd Thursday & 4th Tuesday, 12:00-1:30 pm, AD 121

Reported from unadopted minutes.

QUORUM 9/9 voting members; 2 resources; 5 guests

APPROVAL OF MINUTES

1. MSC to approve the Minutes of the October 26, 2010 meeting as presented.

MOTIONS APPROVED

1. MSC to augment the PeopleSoft cost by $50k.
2. MSC to approve the proposal to balance the 2010-11 budget (with the exception of the Blue Shield rebate); one abstained.

MOTIONS FAILED - none

MOTIONS TABLED – none

REPORTS

1. Ron said that the college is working on a response for the accreditation report's recommendation for long range technology planning that must be tied to resource allocation.
2. The Board of Trustees pulled the budget augmentation for PeopleSoft because more information was needed on funding and plan developed to minimize future costs. Another Board report is now being written; an increased augmentation over $500K may need to be requested.

NEXT MEETING: November 23, 2010.

CAMPUS WIDE COMPUTER COORDINATING – no report
3rd Thursday, 12:30-1:30p, AD 121
Last meeting reported November 18, 2010
NEXT MEETING: December 16, 2010

EQUAL EMPLOYMENT OPPORTUNITY –
1ST Thursday, 12:20-1:20p, SM 270
Last meeting reported November 4, 2010
NEXT MEETING: December 2, 2010

GOVERNANCE REVIEW – December 7, 2010
1ST Tuesday, 1:30-2:30 pm, AD 249 (Due to Holiday events the meeting started at 2:15)
QUORUM 7/9 voting members, 1 resource
APPROVAL OF MINUTES

1. MSC to approve the minutes of the November 2, 2010 meeting; 1 abstention.

MOTIONS APPROVED

1. MSC the GRC [Governance Review Committee] refer the question of the revision of the curriculum process to the Academic Senate with the recommendation that a task force consisting of the Vice President of Instruction, the Academic Senate President, and the Associate Dean of Curriculum Management address the composition of the C&I Committee and bring a recommendation back to the GRC in Spring 2011.
2. MSC the GRC accepts the recommendation forwarded from the Division Chair's Meeting to include all division chairs as members of the Enrollment Management Committee.
3. MSC the GRC recommend to Administrative Executive that they take into consideration the recommendations of Governance Committees before making budget decisions. [Abe to carry forward.]

MOTIONS FAILED – none
MOTIONS TABLED – none
REPORTS

1. It was agreed that a strong statement from the GRC should be made to the Administration that the governance process needs to be adhered to. [Abe to carry forward.]

NEXT MEETING: January 4, 2011

INSTITUTIONAL PLANNING COORDINATION – November 8, 2010
Mondays, 12:15pm – 1:30pm, AD 121
QUORUM 19 / 21 voting members; 0 resources; 0 guests
APPROVAL OF MINUTES
1. MSC to approve the November 1, 2010 minutes with corrections.
MOTIONS APPROVED - none
MOTIONS FAILED - none
MOTIONS TABLED – none
REPORTS – none
NEXT MEETING: November 15, 2010

INSTITUTIONAL PLANNING COORDINATION – November 15, 2010
Mondays, 12:15pm – 1:30pm, AD 121
QUORUM 14 / 21 voting members; 0 resources; 0 guests
APPROVAL OF MINUTES
1. MSC to approve the November 8, 2010 minutes.

MOTIONS APPROVED

1. MSC to approve the Planning Handbook with corrections discussed.
2. MSC that administrators monitor the implement of any plans under the Administrator's area of assignment and that this be considered by cabinet and managers for inclusion in administrator evaluations for fall 2011.

MOTIONS FAILED - none
MOTIONS TABLED – none
REPORTS – none
NEXT MEETING: November 22, 2010

INSTITUTIONAL PLANNING COORDINATION – November 22, 2010
Mondays, 12:15pm – 1:30pm, AD 121
QUORUM 12 / 21 voting members; 0 resources; 0 guests

APPROVAL OF MINUTES

1. MSC to approve the November 15, 2010 minutes.

MOTIONS APPROVED - none
MOTIONS FAILED - none
MOTIONS TABLED – none
REPORTS – none
NEXT MEETING: November 29, 2010

INSTITUTIONAL PLANNING COORDINATION – November 29, 2010
Mondays, 12:15pm – 1:30pm, AD 121

QUORUM 13 / 21 voting members; 0 resources; 0 guests

APPROVAL OF MINUTES

1. MSC to approve the November 22, 2010 minutes.

MOTIONS APPROVED - none
MOTIONS FAILED - none
MOTIONS TABLED – none
REPORTS – none
NEXT MEETING: December 6, 2010

RELEASED TIME EXTRA PAY – no report
Dates Determined By Committee, 12:00-1:00p, SM270

Last meeting reported October 15, 2010
NEXT MEETING: November 19, 2010

STAFF DEVELOPMENT – no report
3rd Thursday, 12:30 pm, HR Conference Room

Last meeting reported November 18, 2010
NEXT MEETING: February 17, 2011

WEB OVERSIGHT – no report
4th Wednesday, 12:30 pm, AD 121

Last meeting reported October 27, 2010
NEXT MEETING November 10, 2010

ACADEMIC AFFAIRS – December 1, 2010

Reported from unadopted minutes.

QUORUM 31/36; 4 resources; 1 guest

APPROVAL OF MINUTES

1. MSC to approve minutes of November 3, 2010.

MOTIONS APPROVED

The following new and revised courses and majors were discussed and approved at the November meeting. However, discussion ensued regarding this process after the meeting and it was determined to bring these items back to the December meeting for further discussion.

1. MSC to approve to approve substantive changes to English 120.
2. MSC to approve deletion of ESL 117 and 127 from catalog.
3. MSC to approve substantive revision to ESL 126, 136, and 146.
4. MSC to approve new Associate in Arts Majors: Armenian, American Sign Language, Chinese, Italian, Japanese, Journalism, Korean, Public Relations, Speech Communication Option A and B. 1 Nay, 1 abstention.
5. MSC to approve substantive revision to Armenian 103.
6. MSC to approve substantive revision to PE 120, 124, and 126.
7. MSC to approve second reading of Architecture 252.
8. MSC to approve second reading of ART 269/CS/IS 269, Art 268, Art 270, and Art 271.
9. MSC to approve substantive revision to CABOT 110.
10. MSC to approve substantive revision to CABOT 102.
11. MSC to approve substantive revision to CS/IS 154.
12. MSC to approve substantive revision to CS/IS 165.
13. MSC to approve substantive revision to Art 125 and Media Arts 110.
14. MSC to approve substantive revision to Theatre Arts 103.
15. MSC to approve substantive revision to Dance 130.
16. MSC to approve substantive revision to Media Arts 101, 103, 104, 202, and 205.
17. MSC to approve substantive revision to Music 140.
18. MSC to approve substantive revision to Lifelong Learning Seminars 040 and 042.

****

Approval of New Courses and Certificates

19. MSC to approve second reading of Art 166, 179, and 280.
20. MSC to approve change in requisite skills of Art 133, 134, 135. 4 nays, 2 abstentions.
21. MSC to approve change in requisite skills of Art 245, 235, 233, and 231. 1 nay.
22. MSC to approve changes to Music 178, and second reading of 185 and 186.
23. MSC to approve change in requisite skills of Music 153. 1 nay.
24. MSC to approve substantive revision to Theatre Arts 101.
25. MSC to approve revision to Theatre Arts: Option 1 Major. *[C. St. Ama clarified that Option 2 of this major has been withdrawn after it was approved at the C&I meeting.]*
26. MSC to approve revision to Advertising Art Certificate of Achievement.
27. MSC to extend the meeting for ten minutes.
28. MSC to approve substantive revision to Mathematics 219ABC, 220AB, 245AB, 246AB, and 255ABCD. 1 nay.

MOTIONS FAILED

1. Motion to adjourn the meeting at 4:00 PM and discuss the remaining items on the agenda at the January meeting. The motion did not carry.

MOTIONS TABLED – none

REPORTS – none

NEXT MEETING: January 5, 2011

SUBCOMMITTEES OF ACADEMIC AFFAIRS:

Minutes from subcommittees were not discussed due to lack of time. They will be brought back to the next meeting.

ACADEMIC CALENDAR - no report
Meets as needed, contact Chair

BAJA CALIFORNIA FIELD STUDIES – no report
Meets twice per year. Contact Chair for date, time and location.
Last meeting reported April 22, 2010
NEXT MEETING: to be determined

CURRICULUM & INSTRUCTION – no report
3rd Wednesday, 2:00 - 4:00 pm., AD 121
Last meeting reported October 20, 2010
NEXT MEETING: February 16, 2011

FOUNDATIONAL SKILLS – no report
4th Monday, 2:30-4:00 pm, room: contact Chair
Last meeting reported September 27, 2010
NEXT MEETING: February 28, 2011 (tentative)

GRADUATION REQUIREMENTS – no report
Meets as needed.

SCHOLARS – no report
Meets as needed, contact Chair

STUDY ABROAD – September 30, 2010
3rd or 4th Thursdays, 12:00-1:10pm; AD 121
Last meeting reported October 28, 2010
NEXT MEETINGS: November 11, February 24, March 24, April 28, May 26

TECHNOLOGY MEDIATED INSTRUCTION – no report
1st Tuesday, 1:30-2:30p, room: contact Chair
NEXT MEETING: December 1, 2010

STUDENT AFFAIRS – no report
3rd Wednesday, 1:00-2:00pm, AD 121
Last meeting reported November 17, 2010
NEXT MEETING: February 16, 2011

SUBCOMMITTEES OF STUDENT AFFAIRS:

ASSESSMENT COMMITTEE – May 13, 2010
2nd Thursday, 2:00 pm, AD 121
Last meeting reported May 13, 2010
NEXT MEETING: TBA

INTERNATIONAL STUDENTS COMMITTEE – November 4, 2010
As needed, contact Chair
Last meeting reported November 4, 2010
NEXT MEETING: TBA

LIBRARY & INFORMATION COMPETENCY – October 28, 2010
4th Thursday, 12:30 p.m. - 1:30 p.m., LB417
Last meeting reported October 28, 2010
NEXT MEETING: February 24, 2011

MATRICULATION – October 28, 2010
4th Thursday, 2:00 pm, SR 221
Last meeting reported October 28, 2010 f
NEXT MEETING: February 24, 2011

NONCREDIT MATRICULATION – Did not meet
3rd Wednesday, 3:30 pm, AD 242, 4x per academic year

OUTREACH/ RECRUITMENT - Did not meet
As needed, contact Chair

SERVICE LEARNING – Did not meet
As needed, contact Chair
Last reported meeting March 18, 2009

STUDENT FEES COMMITTEE – November 10, 2010
2nd Tuesday, 2:00-3:30pm, AD 121
Last meeting reported November 10, 2010
NEXT MEETING: December 8, 2010

TECHNOLOGY MEDIATED SERVICES – October 21, 2010
As needed, contact Chair
Last meeting reported October 21, 2010
NEXT MEETING: November 10, 2010

ADMINISTRATIVE AFFAIRS – December 14, 2010
2nd Tuesday, 11:00 am – 12:00 pm, AD121
Reported from unadopted minutes.
QUORUM: 10 out of 17, Resource: 0, Guests: 0
APPROVAL OF MINUTES:
1. November 9, 2010 approved without opposition.

MOTIONS APPROVED:
1. MSC to approve the Consent Calendar.
    a. Campus Development: No meeting in November
    b. Environmental Affairs: December 1, 2010
    c. Safety Committee: November 17, 2010
2. MSC to approve AR 4312 Appointments of Administrative and Management Personnel
3. MSC to approve AR 4315 Evaluation for Academic Administrative Personnel
4. MSC to approve AR 7375 Early Retirement Medical Benefits for Academic Administrators, Classified Managers and Confidential Employees

MOTIONS FAILED – none

MOTIONS TABLED:

1. BP 3110 Sustainability
2. BP 3500 Campus Safety – tabled due to lack of time.
3. AR 3500 Campus Safety – tabled due to lack of time.
4. BP 3505 Emergency Response Plan – tabled due to lack of time.
5. AR 3505 Emergency Response Plan – tabled due to lack of time.
6. AR 4610 Instructional Service Agreements (Draft review only) – tabled due to lack of time.
7. BP 6710 Emergency Procedures – Fire Drills and Precautions – tabled due to lack of time
8. AR 6720 Emergency Telephone Calls – Bomb Threats – tabled due to lack of time.

REPORTS

1. Smoking Policy Implementation Update: Smoking sites have been equipped and signs posted. A task force to develop implementation to insure a smooth transition phase was established. Volunteers: Ron Nakasone, Darren Leaver and Merrilee Ahaus. Tzoler Oukayan and Hoover Zariani will also be asked to participate.
2. Administrative Affairs was asked to review AR 4610 Instructional Service Agreements by Susan Courtey, Interim Business Services Director. Academic Affairs had asked that she review this policy.

NEXT MEETING: January 11, 2011 if a quorum is available

SUBCOMMITTEES OF ADMINISTRATIVE AFFAIRS:

CAMPUS DEVELOPMENT COMMITTEE – No meeting in November

1st Thursday, 12:00 – 1:30 p.m., HS 214

Note: December 2, 2010 AND January 6, 2011 BOTH CANCELLED.

NEXT MEETING: February 3, 2011

ENVIRONMENTAL AFFAIRS COMMITTEE – December 1, 2010

1st Wednesday, 12:20 pm – 1:30 pm, (SR 134)

Reported from unadopted minutes

QUORUM: 8 of 9 present

APPROVAL OF MINUTES: November 3, 2010 approved without changes or opposition.

MOTIONS APPROVED:

1. MSC new board policy on Sustainability [number not yet assigned].
2. MSC to recommend that GCC evaluate the feasibility of installing more photovoltaic paneling at GCC. Motion passed with one abstention.

MOTIONS FAILED – none

MOTIONS TABLED – none

REPORTS

1. Energy Efficiency Audit – still pending
2. Grant Proposal: EPA Environmental Education Grant. Ed Karpp will be contacted for assistance.
3. Earth Day – April 22, 2011
4. Administrative Regulation [on sustainability] – Merrilee Ahaus will research [other colleges].
5. The La Crescenta Sierra Club offered to help GCC promote environmental issues on campus. Erik Sinanyan, Environmental Club president will explore a joint effort.

NEXT MEETING: January 6, 2011

SAFETY COMMITTEE – November 17, 2010

3rd Wednesday, 11:00 am – 12:00 pm, HR Conference Room

Reported from unadopted minutes.

QUORUM 7 / 11 voting members; 3 resource members

APPROVAL OF MINUTES

1. MSC to approve October 20, 2010 minutes with no changes.

MOTIONS APPROVED

1. MSC to forward safety concern over Verdugo Power Academy student injuries to program coordinator, Scott Rubke, and Instructional Dean Bruno for further follow-up.

MOTIONS FAILED – none

MOTIONS TABLED - none

REPORTS

1. Nidal Kobaissi will follow-up with Juliana Kim on concern over police incident she observed on Oct. 28, 2010.
2. ASGCC and Campus Police will hold a self-defense workshop for students on Dec. 6, 2010.
3. Laura Matsumoto will follow-up with Alvard in Administrative Services regarding suggested modifications to the student accident reporting grid.
4. Laura Matsumoto will follow-up with Instructional Services and Administrative Services to discuss need for an updated procedure to streamline how student accidents are addressed (e.g. ensuring timely follow through on any apparent safety issues).
5. Nidal Kobaissi is developing an on-line vandalism reporting form that will be available on the Campus Police website in the near future.
6. Ron Villa will investigate requirements for service records on District equipment to see how the college compares to other campuses and to establish possible compliance guidelines.
7. Ron Villa will follow-up with Facilities on installation of mirror and signs at the EOPS/SF/SM convergence.
8. Heidi Jenkins will follow-up with Dr. Mary Mirch regarding the definition of working hours for faculty in Baja or on study abroad.
9. Joy Cook will follow-up on adding resources related to dealing with and reporting bullying to GCC's Health e-zine [electronic magazine].
10. Nidal Kobaissi will follow-up with Dan Padilla to get sign(s) ordered for the area at the fire road leading to the AA staircase.
11. Nidal Kobaissi will investigate possible placement of a mirror and/or other solution (e.g. elephant bumps) for an auto safety issue at the convergence of the 3rd and 4th floor ramps in the parking structure.

NEXT MEETING: February 16, 2010

Respectfully submitted by
Frankie Strong, Governance Office